SMC Briefing Template

1 Aug 05

Rank Name
Office Symbol

Overview

- Purpose
- Briefing Specifications
- Tips
- Examples
- Summary

Purpose

- **This instructional briefing provides the SMC Standard for all briefings -- it:**
  - **Discusses specifications**
  - **Provides standardized format for interoperability and quality control**
  - **Provides tips and examples**
  - **Required to use as your briefing template!**

How to Find this Template

- **This file is located on the Los Angeles Air Base website (https://www.losangeles.af.mil/)**
  - **HQ SMC, Commander, Document Templates, Briefing Template**
- **Copy the file to your hard drive or network drive as necessary**

Title Page Specifications

- For all briefings
  - Briefing title: 40pt Arial bold italic
  - Date: 24pt Arial bold italic
  - Briefer information
    - 20pt Arial bold
    - Include name of briefer and organization
- For classified briefings
  - Classified documents will contain the following items on the title page, preface, etc:
    - Classified by:
    - Reason:
    - Decls/Downgrade:
  - Write the statement in 28pt Arial bold with the classification in red font on top and bottom

Slide Master Specifications

- **Title is 30pt Arial bold italic, right justified**
- **Main bullets are 24pt Arial bold**
  - **Sub-bullets are 22pt Arial bold**
- **In Master slide footer:**
  - **Identify the 2-Ltr/Organization and file name in lower left corner**
  - **Center the date of the briefing – don't use the automatic update feature**
  - **Add page numbers on lower right**

Slide Specifications: Two Line Titles and Other Information

- **Use blue font to highlight text**
- **Align text bullets left of center under AFSPC shield as defined in the template. If there are very few words, center the text or add a picture to fill in white space**
- **For unclassified briefings, no classification markings are necessary**
- **Use sentence case capitalization, but no periods at end of sentences**

Slide Master Specs for Classified Briefings

- Slide is same as unclassified -- except
  - Where the word “classification” is on this page -- replace it with the appropriate classification markings
  - Both the top left and bottom right corners
  - Font: red, 16pt Arial bold
  - Add the classification marking into your slide master to ensure it gets on every slide
  - Each page (other than the initial slide) should be marked based on the overall of the slide itself, not overall classification. As you know, we will have briefings where one slide is classified and all others are unclassified, so the unclassified slides should be marked unclassified based on their content
  - Each paragraph is required to be paragraph marked based on the content of that paragraph. For classified presentations only.

Overview Slide Specifications

- **Font: 28pt Arial bold, black**
- **See slide 2 as an example**
- **If briefing is large, place a copy of the Overview Slide between sections and highlight in blue the beginning of each section**
- **If briefing is not large, no need to repeat Overview Slide throughout briefing**

Tips on Using this Template

- To use this briefing as a template for a new briefing:
  - Save the template briefing; select FILE, then SAVE AS, then give the file a new name
  - After saving, delete all the slides except the title slide
  - Create new ones as necessary
  - Change the appropriate information on the title slide
- To reformat a previously built slide or briefing:
  - Save the template briefing as stated above
  - Using the “slide sorter view” copy or cut all the slides you wish to convert
  - Then go to the template briefing, open the “slide sorter view,” and paste the other slides into the briefing
  - Delete all slides that refer to template issues
  - Check that everything lined up correctly & save new file

Tips

- **Leave a 1/2 inch margin on all sides to ensure the briefing materials are visible**
- **Avoid acronyms!**
- **Ensure lines are clearly visible -- recommend at least 3pt**
- **For “bumper stickers” at the bottom of the page, use a blue text box as shown below**

Bumper Stickers can be used to highlight informa

Tips

- Add pictures to your briefing
- Save pictures as JPEG or GIF files to reduce size of briefing
  - Select picture, “edit,” “cut,” “edit,” “paste special,” select JPEG or GIF
  - Reposition / resize picture if necessary
- Clip art / picture labels
  - Center the label at the top or bottom
  - Group text and clipart together
  - Font size can vary, but do not use anything below 18pt or above 24pt

TITAN IVA

Example - Org Chart

Lt Gen Mike A. Hamel

SMC Commander (CC)
Program Executive Officer (PEO Space)

Vice Commander (CV)
Deputy PEO (Space)

Executive Director (CD)

Mr Bill Maikisch

SMC Staff
DS/CCM/BC/EN/HO/IG/IN/ JA/LR/PA/PR/SE

Program Executive Officer Staff

- Evolved Expendable Launch Vehicle Wing
- Space Launch Systems Wing
- Space-Based Infrared Systems Wing
- Navstar GPS Wing
- Military Satellite Communications Wing
- Space Superiority Wing
- Ground-Based Surveillance * Group
- Development & Transformation Ofc (Space Radar)
- Def Meteorological Satellite Prgm Group
- Satellite & Launch Control Wing
- 526th ICBM Sys Wing * (Hill AFB)
- Space Test Wing (Kirtland AFB)
- Contracting
- Financial Management
- 61st Air Base Group
- Program Acquisition
- Logistics Spt Group (Peterson AFB)

* Space PEO Assigned Programs

Example - Tables

COURSE	LENGTH	TARGET	TRAINED
ORIENTATION	2 HRS (LDP)	LEADERSHIP DEVELOPMENT PROGRAM (LDP) PARTICIPANTS	560
AWARENESS	2 DAYS	NON SUPERVISORS	21,130
LEADERS	5 DAYS	FIELD GRADE OFFICERS COMPANY GRADE SUPERVISORS, AND SENIOR NCOs	2,220
FACILITATOR	5 DAYS	ONE PER SQUADRON	350

Summary

- **If you need additional assistance, call the SMC Commander's Action Group (DSX) at extension 3-6722.**